



**MINUTES**  
**Steering Committee Work Group Meeting**  
**Thursday, 12/16/21 from 10:00AM - 12:00PM Held via: Zoom Webinar**

**Attendance:** Mark Vincent, Mark Mills, Ann Potoczak, Carrie Beth Duran, Krista Gilbert, Cathy Spinney, Lisa Beaudoin, Jonathan Routhier, Stephanie Patrick, Denise Nash, Isadora Rodriguez-Legendre, Darlene Hayden, Deb Ritcey, Susan Silsby, Sandy Hunt, Jessica Gorton, Maureen DiTomaso, Drew Smith, Alecia Ortiz. *Note: Members of the public who joined as attendees in listen-only mode are not included in this list.*

*Please reference the corresponding slide presentation for the detailed agenda, including topics and themes covered in the meeting and corresponding takeaways and applicable action items. This document provides context into areas of substantive discussion which took place during the meeting.*

Major Topics and Themes	Key Discussion Areas
• Waiver Work Group Report Out	<b>BDS summarized the activity of the waiver work group for the Steering Committee to react to.</b> <ul style="list-style-type: none"><li>In November, the waiver work group discussed services of interest from peer states and identified aspects for further exploration.</li></ul>
• Rate Vendor Update	<b>BDS provided an update on the delayed procurement of the rate vendor.</b>
• Steering Committee Role	<b>Members asked for clarification around the role and expectations of the Steering Committee.</b> <ul style="list-style-type: none"><li>BDS clarified that the work began with the Corrective Action Plan (direct bill, rate development, conflict of interest, etc.) in 2017. On top of that, A&amp;M recommendations were accepted by the Commissioner, and now the BDS Systems Work is expanding beyond the compliance-driven early work into the recommendations made by A&amp;M and accepted by DHHS.</li></ul>

	<ul style="list-style-type: none"> <li>• BDS clarified that the Steering Committee does not have veto power but is meant to advise BDS on the implementation of the accepted recommendations.</li> <li>• BDS and the Steering Committee discussed additional questions about governance that will be addressed at a later date.</li> </ul> <p><b>A work group member noted that how the corrective action plan work connects to the BDS systems work is unclear. BDS indicated that this would be covered in later slides.</b></p>
<ul style="list-style-type: none"> <li>• Outreach Survey</li> </ul>	<p>BDS asked the Steering Committee for a decision regarding whether or not the Bureau should conduct an outreach survey for innovate ideas learned as a result of COVID-19.</p> <ul style="list-style-type: none"> <li>• The group discussed survey fatigue and expressed an interest in having a clear use for the data.</li> <li>• The group discussed result transparency.</li> </ul> <p><b>The group decided to not distribute the survey.</b></p>
<ul style="list-style-type: none"> <li>• Assessment Tool</li> </ul>	<p><b>A member asked what value AAIDD will bring, especially when some people in New Hampshire already do this.</b></p> <ul style="list-style-type: none"> <li>• BDS clarified that AAIDD is meant to add support to the New Hampshire network that will give New Hampshire better leverage.</li> </ul> <p><b>A member expressed concern about overburdening families.</b></p> <ul style="list-style-type: none"> <li>• BDS noted that while this is a valid concern, SIS assessments are a current part of the service delivery process in New Hampshire and ideally the sample will be worked into the existing process.</li> <li>• BDS noted that the intent is not to double up assessments.</li> </ul> <p><b>BDS noted that feedback from the group will be instrumental in strengthening the implementation plans.</b></p> <p><b>BDS and A&amp;M clarified that using AAIDD to collect a sample will result in a “clean” sample. This sample will be transparent and intended for rate development.</b></p> <p><b>Members expressed concern about AAIDD’s ability to collect accurate information.</b></p> <p><b>Members noted the importance of accurately capturing natural supports.</b></p> <p><b>A member suggested collecting qualitative data on two individuals who both have the same SIS score.</b></p> <p><b>Members asked what the exception process will look like.</b></p> <p><b>A member asked how much AAIDD will cost.</b></p> <ul style="list-style-type: none"> <li>• BDS clarified that this can’t be discussed publicly until the procurement process is further along.</li> </ul> <p><b>A member asked why additional rate expertise was needed.</b></p> <ul style="list-style-type: none"> <li>• BDS and A&amp;M clarified that a rate vendor performs very specialized analysis.</li> </ul> <p><b>A member noted providers’ willingness to engage.</b></p>

	<p>A member noted that to move from the system inefficiencies that everyone is currently experiencing to a transformed system will be challenging. They also noted that it was unclear how the Systems recommendations will fix existing problems.</p> <ul style="list-style-type: none"> <li>BDS and A&amp;M noted that one important change will be the IT infrastructure. IT improvements will help reduce an existing bottleneck in the system.</li> </ul> <p>Members noted system capacity challenges.</p> <p>BDS noted that AAIDD interviewers will be trained.</p>
<ul style="list-style-type: none"> <li>Implementation Timelines</li> </ul>	<p>Several Steering Committee members noted that the timelines will be helpful as the work moves forward.</p> <p>A member asked if the timelines could be shared with families.</p> <ul style="list-style-type: none"> <li>BDS clarified that timelines could be shared.</li> </ul> <p>A member noted that additional questions were sent via email.</p> <p>A member noted that they would like to understand where work related to the Provider of Last Resort will fall.</p> <p>A member asked if families will engage with the waiver applications in the standard way.</p> <ul style="list-style-type: none"> <li>BDS clarified that feedback from families will be solicited in the standard formats (listening sessions, public comment, etc.)</li> </ul> <p>A member asked for clarification regarding Service Coordination Orientation.</p> <ul style="list-style-type: none"> <li>BDS clarified that a trial run will occur from July 2022 - December 2022.</li> </ul>